

Attachment A: Description of Services

Fountainworks, LLC

Contract for Services to City of Durham and the Jordan Lake Partnership

Purpose of Services to be Provided:

The purpose of this agreement is for Contractor, Fountainworks to provide professional services in support of the City of Durham's responsibility to act as the Lead Agency for the Jordan Lake Regional Water Supply Partnership (Partnership).

The Partnership was formed by various local governments and water authorities and created to support a regional planning partnership and to explore joint development of a water supply intake on the western shore of Jordan Lake. The Partnership is governed by a Memorandum of Understanding (MOU) between the members and is managed by a Partnership Management Team (PMT). PMT provides guidance to Durham in the management of the Partnership.

Contractor will provide ongoing strategic collaboration and general support services for the activities of the multi-jurisdictional Jordan Lake Partnership (Partnership). Each member of the Partnership has agreed to an annual payment to the City of Durham to help offset the costs of Durham's support for the collaborative efforts of the Partnership.

This work is in support of the Durham City Council's commitment to a collaborative and regional effort to develop a western intake on Jordan Lake – as outlined in the Council resolution on this subject in March 2008.

Scope of Services to be Provided by Fountainworks:

Contractor shall perform the varied tasks and activities necessary to support Durham's leadership role in the regional partnership to develop a western intake on Jordan Lake and the necessary water allocation from Jordan Lake to support it. The specific goals for this phase of the project are to initiate the first key task (regional planning effort), provide coordination with Partnership members (current and potential), and support the initial efforts for the Partnership's joint activities for Jordan Lake water allocation.

It is understood that ongoing support for such strategic regional and intergovernmental efforts are complex, and require specialized skills that include familiarity with state, local and federal government, communications, public relations and facilitation of communication amongst professional staff and with elected representatives. The members of the Jordan Lake Partnership have agreed to annual payments to the City of Durham to help offset the costs of such support activities.

Services provided by Contractor will be directed by the Durham Project Manager as designated by the director, Department of Water Management. In addition to directing the provision of services the Project Manager may direct that certain services not be provided, or continued. Services to be provided by Contractor will include:

- Act as a neutral party to facilitate collaborative activities for the Partnership and its members
- Serve as central clearinghouse for information and communications for the members

- This includes communications with members and other supporting consultants (such as Triangle J)
- Organize and support Partnership and work group meetings
 - Arrange scheduling;
 - Develop agenda;
 - Provide timely notice to all Partnership members
 - Organize and coordinate meeting materials
 - Staff and otherwise facilitate meetings
 - Write and distribute minutes of meetings
 - Help organize and support through the services described above any additional work groups formed by the Partnership
- Provide support and strategic advice on intergovernmental activities
 - Provide support for the Partnership's work with state and federal agencies and processes as directed by Durham and/or the Partnership
 - Provide support for the Partnership's interaction with upstream and downstream government bodies as directed by Durham and/or the Partnership
 - Provide support and coordinate Partnership member activities with elected officials – both local and state
- Coordinate and develop outreach and communications materials as necessary for Partnership members, stakeholders and the public
 - Develop and coordinate Partnership materials for presentations, media, articles for publications, letters, etc.
 - Maintain Partnership website, ensure up-to-date and accurate postings.

Schedule:

Contractor will complete the tasks in conformance with the schedule agreed upon by the Durham Coordinator and Consultant.

Attachment B: Compensation

Fountainworks, LLC

Contract for Services to City of Durham and the Jordan Lake Partnership

Amount of Contract; Cost Controls

The cost for this Contract will not exceed \$10,000 in any month without prior written approval of the City of Durham, to be given by the Durham Project Manager. In addition, notwithstanding the services rendered, the total cost of Contractor's services, including but not limited to those that might be supplied by subcontractors under this Contract, shall not exceed \$120,000 for period of the Contract – October 19, 2015 through September 30, 2016. The Contract may be renewed annually for two periods – October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018.

Costs and Fees for Service

Given the fluid nature of the support services needed under this Contract, services will be billed by time, in accordance with the billing rates P1 through P4 identified below. The hourly rates include all overhead, and all expenses except for those described below. Expenses included as overhead include but are not limited to computers and computer time, telephones and charges, charges for obtaining or using other equipment, other technology expenses, meals, lodging, transportation costs, and routine duplication costs. They do not include duplication costs of high volumes of materials for Partnership meetings and work group meetings which may be billed at a copying rate pre-approved by the City Project Manager, costs charged by agencies for records or materials necessary for the Project; or other extraordinary expenses not included in the included expenses above that are preapproved in writing by the Project Manager.

With regard to billing rates, written preapproval by the Project Manager is required for an individual to bill at the P4 or P3 rate, with the exception of those pre-approved individuals identified below.

- **P4** – \$175 hour. This rate is limited to Principals at Fountainworks. Preapproved principals at the time of execution of this Contract are Warren Miller and Julie Brenman.
- **P3** – \$135 hour. This rate is reserved for high level professional staff with substantial technical expertise.
- **P2** – \$100 hour. Other professional staff.
- **P1**- \$65 hour. Administrative support staff. **EXPERT CONSULTANT** support from outside subcontracts – additional subcontracts or agreements between Fountainworks and one or more outside consultants and/or expert presenters at meetings may be required to procure expert technical support for the Partnership. Such costs shall be reimbursed at actual costs to Fountainworks. Any subcontracts must be preapproved in writing by the Durham Project Manager.